

MEMPHIS STREET ACADEMY CHARTER SCHOOL  
2950 MEMPHIS STREET  
PHILADELPHIA, PA 19134

BOARD OF TRUSTEES MEETING

LOCATION:

ZOOM CONFERENCE CALL DUE TO STAY AT HOME ORDER BY THE GOVERNOR

DATE & TIME:

MAY 13, 2020

6:00PM

## Minutes

### SECTION I: CALL TO ORDER

#### Opening Colloquy

This meeting of the Memphis Street Academy Charter School Board of Trustees is hereby called to Order. The time is 6:00 p.m. My name is Sandra Farmer. I am the President of this Board of Trustees and I will facilitate this meeting.

As we know, Governor Wolf of the Commonwealth of Pennsylvania has declared a state of emergency in response to the global Coronavirus pandemic. In order to protect the health, welfare, and safety of the school community, this meeting is being held via teleconference. This is a public meeting that was properly noticed in the Philadelphia Daily News and pursuant to the Pennsylvania Sunshine Act. The public notice included instructions for how the public could participate in tonight's meeting.

All members of the public are welcome, to sit and listen to the board of trustees conduct its business tonight. Members of the public who have registered with the Administrative office to participate in public comment by 5 p.m. on the day before this scheduled meeting may participate in public comment. At this time, I would ask that executive administration submit the list of commenters to our legal counsel. Comments will be limited to three minutes unless the Board decides to grant additional time.

At this time, I will ask that Roll Call be taken.

A. Roll Call

<b>Board Members Present:</b>	<b>By Invitation: Non-Board Members:</b>
Sandra Farmer Barbara Saunders Miguel Diaz Anita Vega-Kaiser Michelle Campellone Pablo Mateo	Naimah Holliday-Wimberly Amanda Hennie  Michael McLeish Michael Thomson  Gerald Santilli Ashley Redfearn Kristine Magargee Katie Santilli  Dean Krebs, Esq. David Annecharico, Esq.
<b>Board Members Absent:</b>	

**B. DISCLOSURE: EXECUTIVE SESSION BY SANDRA FARMER**

*1. I'd like to state, for purposes of the Minutes of this meeting that the Board of Trustees did not meet in Executive Session prior to this meeting.*

**OR**

*2. I'd like to state, for purposes of the Minutes of this meeting that on May 13, 2020, 2020, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

(x) Certain Employee Issues. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title 2 (relating to administrative law and procedure).

( x ) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

( x ) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

Additional Notes for Minutes of Meeting:

C. Approval of Agenda

MOTION  
 MICHELLE  
 CAMPELLONE  
 SECOND  
 BARBARA  
 SAUNDERS  
 VOTE:  
 PASS  
 FAIL

**R200513.01 Approval of the May 13, 2020 Agenda**

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the May 13, 2020 Agenda.

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

D. Approval of Minutes

MOTION  
 ANITA VEGA-  
 KAISER  
 SECOND  
 MIGUEL DIAZ  
 VOTE:  
 PASS  
 FAIL

**R200513.02 Minutes of the April 8, 2020 Meeting**

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the Minutes of the April 8, 2020 meeting of the Board of Trustees of Memphis Street Academy Charter School.

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

**SECTION II: REPORTS**

A. Community Comment

<i>None</i>
-------------

***Notes of Discussion / Advance Regulatory and Financial Comment:***

<b><i>Who</i></b>	<b><i>What</i></b>
<i>None</i>	<i>None</i>

B. Memphis Street Academy Charter School CEO

a. *Ms. Naimah Holliday-Wimberly—Chief Executive Officer of Memphis Street Academy Charter School*

- i. Reviewed and discussed with the Board the May 2020 CEO report, previously disseminated to the Board.*
- ii. Reviewed and discussed with the Board the current state of the school facilities, including that the facility was undergoing daily cleaning; Tie’s Cleaning and Intelligence Networks were in the facility four to five days a week; she was visiting the facility weekly; that classroom clean outs will not begin until after the Stay at Home Order has been lifted; and that social distancing has been utilized during this process.*
- iii. Reviewed and discussed with the Board the current state of special education, including that the school was utilizing PDE guidance and making good faith efforts to maintain compliance with IEPs.*
- iv. Reviewed and discussed with the Board updated on school data, including MMS integration to FOCUS; indicated increase in ESY; and that Dreambox, Reading Plus, and Study Island had been utilized during virtual programming.*
- v. Reviewed and discussed with the Board technology updates, including recent chromebook distributions and that the school was establishing a tech help e-mail address for school community members to use.*
- vi. Advised the Board the school nurses continue to be utilized, with 600 parents having been contacted to receive information regarding city food site resources and information about eviction, stimulus checks, unemployment compensations details, and more.*
- vii. Updated the Board on actions taken by the Climate and Culture team, including answering e-mails/phone calls to support staff; working with Peace4Kids, the new Cosmic Academy Curriculum for 2020-21; Deans are submitting two*

*comprehensive lessons/activities per week that will be utilized during one to one counseling mentoring sessions next year; Deans are making daily calls to ensure students are utilizing google classrooms; and that while the school accomplished 14/20 required drills before March closure, the school was anticipating leniency from PDE.*

- viii. *Reviewed and discussed with the Board the enrollment plan, including reviewing a flyer previously disseminated to the Board which will be shared with parents.*
- b. *Ms. Amanda Hennie—Principal of Memphis Street Academy Charter School.*
  - i. *Reviewed and discussed with the Board the May 2020 CEO report, previously disseminated to the Board.*
  - ii. *Reviewed and discussed with the Board staffing updates, including that 12 interviews were recently conducted with 5 offers made and 2 acceptances; and that the school was conducting “stay interviews” to learn how they can improve.*
  - iii. *Reviewed and discussed with the Board the Continuity of Learning Plan, which included reviewing the goal to increase student participation; shared with the Board the Google Classroom Walkthroughs; and explained to the Board the Google Classroom Bright Spots where staff can highlight tips and tricks.*
    - 1. *Answered Board questions about technological limitations to accessing Continuity of Education and advised that Comcast was providing free internet and that no families had told the school that they do not have technological limitations that prevent them from having access to the Continuity of Education.*

#### C. American Paradigm Schools CEO

- a. *Ms. Ashley Redfearn—Executive Director of American Paradigm Schools*
  - i. *Reviewed and discussed with the Board the May 2020 APS Report, previously disseminated to the Board.*
  - ii. *Reviewed the discussed with the Board the student demographics as of March 2020 related to general and special education.*
  - iii. *Discussed with the Board compliance and facility support APS has been providing, including obtaining building quotes as requested and bi-weekly food service meetings; assisting in getting wellness plans renewed; and supported CEO with Epicenter upload.*

- b. *Mr. Scott Kramer—Chef Talent Officer of American Paradigm Schools*
  - i. *Reviewed and discussed with the Board the May 2020 APS Report, previously disseminated to the Board.*
  - ii. *Discussed with the Board that open enrollment and non-renewal meetings had been conducted via Zoom;*
  - iii. *Informed the Board that all hiring for 2020-21 school year would be done virtually, and advised the Board on upcoming virtual job fairs.*
- c. *Dr. Kristine Magargee—Chief Academic Officer*
  - i. *Reviewed and discussed with the Board the May 2020 APS Report, previously disseminated to the Board.*
  - ii. *Informed the Board that APS’s coaching team was supporting schools in virtual programming, family communication, grading, and intervention, as well as providing 1-to-1 guidance for 7 MSA teachers*
  - iii. *Updated the Board on the Continuity of Learning Plan;*
  - iv. *Advised the Board on the New Teacher Induction;*
  - v. *Informed the Board on ELA curriculum research and scheduled presentations to explore new Language Arts curriculums*
  - vi. *Advised the Board on how COVID-19 will impact student grades, indicating that grades will not go down.*
  - vii. *Informed the Board that FOCUS SIS training was underway and that EdInsight Integration was also completed and training would begin shortly.*

D. Business Controller

- a. *Mr. Michael McLeish—Santilli & Thomson, LLC*
  - i. *Reviewed and discussed with the Board the March 2020 financial report previously disseminated.*
    - 1. *Informed the Board that the school was down 40-45 students which was impacting the budget;*
    - 2. *Informed the Board that to make up for loss in revenue, there will be a decrease in budgeted expense lines;*
    - 3. *Informed the Board that there are savings though with salaries due to turnover/non-hires amounting to \$490,000;*
    - 4. *Advised the Board that with additional savings because of the school closure, the budget was anticipated to break even instead of a loss;*
    - 5. *Informed that Board that cash was reduced because of recent PSERS payment;*

6. *Informed the Board that disbursements were roughly \$404,000; and*
  7. *Answered Board questions regarding food service payments, advising that it fluctuates based on the food service provider's expenses.*
- ii. *Reviewed and discussed with the Board the 2020-21 school budget, previously disseminated to the Board*
1. *Informed the Board that the budget was based on having 720 students; an assumed subsidy rate increase of 2.5%; and 3% raise for employees;*
  2. *Advised that COVID-19 would likely not impact next year's budget, but could impact the following year;*
  3. *Informed the Board that 34 cents per dollar goes to retirement under PSERS;*
  4. *Informed the Board that \$4,300,000 was set aside for capital improvement;*
  5. *Advised that there was an anticipated loss of \$236,000. Further advised that the academic plan was to continue implementing the same plan but without federal funds, so a loss was inevitable.*
  6. *Answered Board questions regarding whether this budget factored in COVID-19 expenses.*

**SECTION III: OLD BUSINESS**

MOTION  
MIGUEL DIAZ  
SECOND  
ANITA VEGA-  
KAISER  
VOTE:  
TABLED

**R191120.08 Parent Trustee**

WHEREAS, the Amended and Restated Bylaws of the Memphis Street Academy Charter School require that at least one (1) person serving on its Board of Trustees be the parent of a child currently attending Memphis Street Academy Charter School;

RESOLVED, that the following person shall be the parent trustee as more fully enumerated at Section 4.2 of the Amended and Restated Bylaws:

\_\_\_\_\_ (Slot #1)

***Notes of Discussion / Advance Regulatory and Financial Comment:***

<b><i>Who</i></b>	<b><i>What</i></b>

**By Roll Call Vote:**

Sandra Farmer -  
Barbara Saunders -  
Miguel Diaz -

Anita Vega-Kaiser -  
Michelle Campellone -  
Pablo Mateo -

**SECTION IV: NEW BUSINESS**

A. RESOLUTIONS

MOTION  
PABLO MATEO

**R200513.03 Report of the Business Controller**

SECOND  
MIGUEL DIAZ

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School accepts the Financial Report of the Business Controller and all documents submitted thereby, which shall be incorporated into the record of this meeting.

VOTE:

PASS

FAIL

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>
<i>M. McLeish</i>	<i>As discussed above</i>

MOTION  
MIGUEL DIAZ

**R200513.04 Approval of 2020-21 School Budget**

SECOND  
ANITA VEGA-  
KAISER

RESOLVED, the Board of Memphis Street Academy Charter School ratifies and approves of the 2020-21 School Budget, as presented.

VOTE:

PASS

FAIL

FURTHER RESOLVED, the CEO, in consultation with the business controller and general counsel, is authorized to execute any document or delegate any task necessary to effect this resolution.

**By Roll Call Vote:**

Sandra Farmer - aye  
Barbara Saunders - aye  
Miguel Diaz - aye  
Anita Vega-Kaiser - aye  
Michelle Campellone - aye  
Pablo Mateo - aye

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>
<i>M. McLeish</i>	<i>As discussed above</i>

MOTION  
PABLO MATEO

**R200513.05 Distribution of Fund Balance**

RESOLVED, the Board of Trustees of Memphis Street Academy Charter



SECOND  
MIGUEL DIAZ

VOTE:

PASS

FAIL

School approves a fund balance policy amendment in compliance with the Government Accounting Standards Board (GASB) Statements 54, and therefore the Board of Trustees hereby authorizes the following appropriations and designations of fund balance in compliance with the policy, as follows:

PROJECTED FUND BALANCE 6/30/2020 \$3,944,727

DESIGNATIONS OF FUND BALANCE

Committed to future funding contingencies \$2,500,000  
Committed to capital improvements \$500,000

UNASSIGNED PROJECT FUND BALANCE 6/30/2020 \$944,927

**By Roll Call Vote:**

- Sandra Farmer - aye
- Barbara Saunders - aye
- Miguel Diaz - aye
- Anita Vega-Kaiser - aye
- Michelle Campellone - aye
- Pablo Mateo - aye

**Notes of Discussion / Advance Regulatory and Financial Comment:**

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

MOTION  
ANITA VEGA-  
KAISER

SECOND  
MIGUEL DIAZ

VOTE:

PASS

FAIL

**R200513.06 Uniform Human Resources Resolution**

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School ratifies the human resources changes, modifications and additions, as presented.

<b>HIRES/POSITION CHANGE/SALARY CHANGE</b>		
<b>NAME</b>	<b>TITLE/CHANGE</b>	<b>START DATE</b>
Michael Bly (new hire)	Director of Operations	5/11/20
Damaris Zayas (new hire)	Middle School Teacher	8/26/20
Amy Kingsmill (salary change)	5 <sup>th</sup> Grade Teacher	8/26/20
Bridget Cole (salary change)	6 <sup>th</sup> Grade Teacher	8/26/20

<b>RESIGNATION/TERMINATION/NON-RENEW</b>		
<b>NAME</b>	<b>TITLE</b>	<b>END DATE</b>
Natasha Daniels (non-renew)	Librarian	6/30/20

Denise Johnson (non-renew)	Academic Advisor	6/30/20
Alicia Feldman (non-renew)	8 <sup>th</sup> Grade ELA Teacher	6/30/20
Sarah Connelly (non-renew)	Music Teacher	6/30/20
Joan Naddeo (non-renew)	Assistant Principal	6/30/20

**Notes of Discussion / Advance Regulatory and Financial Comment:**

<b>Who</b>	<b>What</b>
Board	General discussion

**R200513.07 Uniform Professional Services Proposals Resolution**

RESOLVED, the Professional Services Proposal/s and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contracts based upon these Professional Services Proposal/s;

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.

Contractor	Amount	Comment: Terms and Conditions
Education Plus Health	Fee shall not exceed \$100,000	Provide State-required nursing services.  Operate school health center at MSA.

**Notes of Discussion / Advance Regulatory and Financial Comment:**

<b>Who</b>	<b>What</b>
Board	General discussion

**R200513.08 Uniform Purchase Services Proposals Resolution**

RESOLVED, the Purchase Services, Proposal/s and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contract based upon these Purchase Services Proposals.

MOTION  
MICHELLE  
CAMPELLONE

SECOND  
BARBARA  
SAUNDERS

VOTE:

[ X ] PASS

[ ] FAIL

NONE

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.

Contractor	Amount	Comment: Terms and Conditions
None	None	None

**Notes of Discussion / Advance Regulatory and Financial Comment:**

Who	What
None	None

MOTION  
PABLO MATEO

**R200513.09 Approval of Board Meeting Calendar for the 2020-21 School Year**

SECOND  
MIGUEL DIAZ

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School ratifies and approves of the Board Meeting Calendar for the 2020-21 School Year, as presented.

VOTE:

PASS

FAIL

**Notes of Discussion / Advance Regulatory and Financial Comment:**

Who	What
Board	Approval contingent upon meeting on Veteran's day being changed.

MOTION  
MIGUEL DIAZ

**R200513.10 Approval of Apply Philly Charter Memorandum of Understanding**

SECOND  
BARBARA SAUNDERS

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School ratifies and approves the Apply Philly Charter Memorandum of Understanding, as presented.

VOTE:

PASS

FAIL

**Notes of Discussion / Advance Regulatory and Financial Comment:**

Who	What
Board	General discussion

**B. DISCUSSION AND ANNOUNCEMENTS**

**ADJOURNMENT AT 6:58PM**

MOTION

SANDRA FAMER

SECOND

BARBARA SAUNDERS

VOTE:

PASS

FAIL

200513

MSA BOARD MEETING AGENDA

PAGE 11 OF 11